

**To:** McNeil, Mary-Sue[McNeil.Mary-Sue@epa.gov]  
**Cc:** Jewett, David[Jewett.David@epa.gov]; Smith, Kelly[Smith.Kelly@epa.gov]  
**From:** Foley, Gary  
**Sent:** Wed 3/20/2013 8:04:35 PM  
**Subject:** FW: Approval for Travel  
[Mission critical.docx](#)  
[NRMRLTravelRequests3202013.xlsx](#)

FYI

**From:** Kleinman, Brian  
**Sent:** Wednesday, March 20, 2013 1:54 PM  
**To:** Hubbell, Eric; Harten, Teresa; Walling, Joyce; Richardson, Teri; Foley, Gary; Princiotta, Frank; Leazer, John; Speth, Thomas; Venosa, Albert; Holdsworth, Thomas; Kozlowski, David; McKinney, Doug; Hayes, Sam; Hawthorn, Steve; Gilliland, Alice; Nuncz, Carlos; Williams, Joe; Parker, Randy; Young, Douglas; Fredrickson, Herbert; Sikdar, Subhas  
**Cc:** Sonich-Mullin, Cynthia; Collins, Kelly; Platt, Linda; Hesch, Lucinda; Breeding, Wesley; Nichols, Marie; Miller, Betty  
**Subject:** FW: Approval for Travel  
**Importance:** High

Please continue sending your travel requests through Eric for my review for the time being. We no longer need SRO approval; however, I will review requests to ensure we are meeting the letter and spirit of the mission critical directive. Thus far, I believe we have done a good job identifying critical trips that cannot be delayed.

Attached, please find my approval of pending travel attached. I am also re-attaching the "criteria".

If you have questions, please let Eric and I know. I have copied both the Travel and Budget Divisions of OARS to help facilitate getting these trips funded. If you need more information, please let me know.

Brian

**From:** Radzikowski, Mary Ellen

**Sent:** Wednesday, March 20, 2013 1:21 PM

**To:** Sabatini, Alice; Robbins, Chris; Routt, Christiane; Clausen, Rebecca; Dannel, Mimi; Ernst, Hiba; Geller, Andrew; Greene, Mary; Hitchens, Lynnann; Hubal, Elaine; Morris, Jewel; Kleinman, Brian; McDonald, Michael; Radzikowski, Mary Ellen; Trovato, Ramona; Walsh, Debra; Watkins, Tim; Whung, Pai-Yei; Winner, Darrell

**Cc:** Mitchell, MaryEllen; Miller, Betty; Breeding, Wesley; Groves, Tia

**Subject:** Approval for Travel

Dear MC members, as much as I have enjoyed receiving your many travel requests/justifications and facilitating discussion with the SRO to get approvals where possible, effective today you no longer need to send these items forward for IOAA/SRO action. Please know that we are all expected to keep the "Mission Critical" criteria in mind when reviewing any such requests in the future. I ask that you share that criteria with the appropriate folks in your organizations and that we hold ourselves accountable in meeting the letter and spirit of this directive. I will bring this topic up at tomorrow's MC teleconf to ensure that we have taken care of those travels in the pipeline and have provided OARs with the information needed to move the actions thru to funding.

Thanks all.

**Mary Ellen Radzikowski**

Chief of Staff/ORD

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